

Submitted: 10/4/2012
Jurisdiction: Maryland
Agency: Department of Health and Mental Hygiene
Division/Unit: Springfield Hospital Center

Maryland State Archives
Edward C Papenfuse State Archives Building
350 Rowe Boulevard
Annapolis, MD 21401

Certificate ID: 425
MSA ID: SE55-2567

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Proposal and Certificate of Records Disposition

Item No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume	Date of Disposal	Method Of Disposal
		Retention Schedule No.	Section and/or Item No.				
1	Unit Running Reports Discharged Patients - Paper	2345	1A	12/04-7/06	10 cu ft.	10/01/2012	Shred
2	Admins 24 Reports of Discharged Patients - Paper	2345	1A	April - June 2006	1 cu ft.	10/01/2012	Shred
3	Assignment Sheets of Discharged Patients - Paper	2345	1A	1/04-6/06	4 cu ft.	10/01/2012	Shred
4	SHC Risk Management Reports of Discharged Patients & Allegations of Abuse of Discharged Patients - Paper	2345	4	1/2002-7/2006	6 cu ft.	10/01/2012	Shred
5	Management Variance Reports of Discharged Patients - Paper	2345	4	5/05-7/06	3 cu ft.	10/01/2012	Shred
6	Testing and Raw Datat of Discharge Patients - Paper	2345	1A	1989-1991	10 cu ft.	10/01/2012	Shred
7	Discharged Patients Antibiotic Forms - Paper	2345	1A	July 06	1 cu ft.	10/01/2012	Shred
8	A-W Discharged Patients Records - Paper	2345	1A	12/05-5/06	14 cu ft.	10/01/2012	Shred
9	Discharged Patients Pretrial Evaluations - Paper	2345	1A	1/04-8/06	2 cu ft.	10/01/2012	Shred
10	Discharged Patients Screenings, Denials, Performance Improvements - Paper	2345	1A	1/04-7/06	1 cu ft.	10/01/2012	Shred
11	Discharged Patients Clinical Review, Performance Improvement Plans- Paper	2345	1A	1/05-6/06	1 cu ft.	10/01/2012	Shred

Destruction Certification

Walter Zerrlaut

Signature

DHMH Records Officer

Title

10/4/2012

Date

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12	Discharged Patients Resident Grievance System - Paper	2345	4	1/02-12/04	2 cu ft.	10/01/2012	Shred
13	Timesheets - Paper	2112	2A	1/04-12/06	2 cu ft.	10/01/2012	Shred
14	Mileage, Expense Sheets, Call Logs and Budgets - Paper	2112	2A	2005	2 cu ft.	10/01/2012	Shred

Destruction Certification

Walter Zerlaut

Signature

DHMH Records Officer

Title

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Date